



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	AIRPORT SUPERINTENDENT
Posting Number	PN# 106989
Department	Houston Airport System
Division	Bush Intercontinental Airport
Section	Building Services
Reporting Location	2800 North Terminal Road
Workdays & Hours	Shift work, including rotation, weekends and holidays*
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under the direction of the Senior Superintendent, coordinates daily activities of supervisors and staff involved with the operation of the Building Services Section. Plans, executes and monitors work assignments consistent with the prescribed policies, rules and regulations. Indoctrinates subordinate personnel; interprets instructions and specifications; provides guidance and counseling; reviews and evaluates work of section personnel. Oversees the scheduling and coordination of Building Services operations, including contract administration and compliance to ensure the achievement of the section and organizational goals. Prepares reports, assists with budget preparation, including development and forecasting; monitors expenditures to ensure compliance with the approved limitations. Tracks performance based on established goals, human capital and monetary resources. Performs data analysis and manages the inventory control system. Responsible for establishing procedures to ensure proper care, control and use of equipment supplies.

WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details amid distractions, recognizing sound, tone and pitch, analyzing abstract information; performing quantitative computations; walking long distances for extended periods and climbing stairs; lifting items weighing up to 20 pounds; operating city vehicles; speaking and writing effectively; adjusting to interruptions, and changes; working in hot, cold and noisy environments; using two-way radios; adjusting to repetitive activities and dealing with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Public Administration, Aviation Management, Business Administration, Engineering or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressively responsible experience in airport operations and/or maintenance of an airport or comparable facility are required, preferably with at least three (3) of those years in a supervisory capacity. High School diploma and ten (10) years of responsible experience in airport operations and/or maintenance of a civil airport, preferably with at least four (4) years in a supervisory capacity, may be substituted for the above requirements.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Strong computer skills desired: Microsoft Word and Excel. . Ability to communicate effectively both orally and in writing and establish effective relationships. Ability to respond to a variety of conditions, including emergencies, which can require being on site at times other than regularly scheduled hours

SELECTION/SKILLS TEST REQUIRED

Work sample exercise, application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25		
\$1,791.00 - \$2,080.00	Biweekly	\$46,566.00 – \$54,080.00 Annually

OPENING DATE

OCTOBER 12, 2005

CLOSING DATE

OCTOBER 25, 2005

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or submitted online at:

<http://agency.governmentjobs.com/houstonair/default.cfm>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281.233.1515." The Houston Airport System Human Resources TDD phone number is 281.233.1862.

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